



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



**FILE COPY**

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DARLENE GREEN  
Comptroller

*Internal Audit Section*

DR. KENNETH M. STONE, CPA  
Internal Audit Executive

August 11, 2010

James M. Garavaglia, Asset Manager  
Comptroller's Office Telecommunications Division  
1520 Market Street, Room 3005  
St. Louis, MO 63103-2806

RE: City Telephone Lines (Project #2009-4)

Dear Mr. Garavaglia:

Enclosed is Internal Audit Section's special review of Telecommunications Division - City Telephone Lines for the month ending November 30, 2008, as requested by the Comptroller's Office – Telecommunications Division. A description of the scope of the work is included in the report.

Fieldwork was completed on August 20, 2009. Management's responses to the observation and recommendations noted in the report were received on August 9, 2010, and have been incorporated in the report.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

If you have any questions, please contact the Internal Audit Section at (314) 622-4723.

Respectfully,

*Kenneth M. Stone*

Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

Enclosure

cc: Ivy Neyland-Pinkson, Deputy Comptroller



# CITY OF ST. LOUIS

***COMPTROLLER'S OFFICE - TELECOMMUNICATIONS DIVISION***

***CITY TELEPHONE LINES***

***SPECIAL REVIEW***

***MONTH ENDING NOVEMBER 30, 2008***

***PROJECT #2009-4***

***DATE ISSUED: AUGUST 11, 2010***

**Prepared by:  
The Internal Audit Section**



# OFFICE OF THE COMPTROLLER

**HONORABLE DARLENE GREEN, COMPTROLLER**

**CITY OF ST. LOUIS**  
**TELECOMMUNICATIONS DIVISION - CITY TELEPHONE LINES**  
**SPECIAL REVIEW**  
**MONTH ENDING NOVEMBER 30, 2008**

**EXECUTIVE SUMMARY**

**Purpose**

The Internal Audit Section has completed a special review of City Telephone Lines for the month ending November 30, 2008 at the request of the Comptroller's Office -Telecommunications Division. The purpose was to provide cost savings to the City by identifying and recommending the removal of telephone lines unassigned and not used.

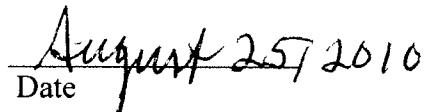
**Conclusion**

The opportunity exists for the Telecommunications Division to improve operational and fiscal activities. The following observation resulted from the review:

Opportunity to improve internal controls over telephone expenditures (projected annual net cost savings: \$4,986)

This observation is discussed in more detail in the *Detailed Observations, Recommendations and Management's Responses* section of this report.

  
Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

  
Date

**CITY OF ST. LOUIS  
TELECOMMUNICATIONS DIVISION - CITY TELEPHONE LINES  
SPECIAL REVIEW  
MONTH ENDING NOVEMBER 30, 2008**

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## **INTRODUCTION**

### **Background**

The Telecommunications Division of the Comptroller's Office, established in 1994, is the "telephone company" for all City offices. The Telecommunications Division's goal is to provide superior customer service, state of the art technology and cutting edge solutions that will assist the St. Louis City commissioners and directors in accomplishing their objectives.

### **Purpose**

The purpose was to provide cost savings to the City by identifying and recommending the removal of telephone lines unassigned and not used.

### **Scope and Methodology**

The special review was confined to reviews of the AT&T November 2008 telephone bills. The audit procedures included administering surveys of City departments, conducting inquiries and follow up telephone calls pertaining to the lines in use, unassigned and not used.

### **Exit Conference**

The Division was offered the opportunity for an exit conference on August 4, 2010, but the Division declined.

### **Management's Responses**

Management's responses to the observation and recommendations noted in the report were received from the Division on August 9, 2010. The responses have been incorporated into this report.

## **OBSERVATIONS**

### **Status of Prior Observations**

There were no prior internal or external audit reports issued on the City telephone lines.

### **Summary of Current Observations**

The opportunity exists for the Telecommunications Division to improve internal controls over the Division's operational and fiscal activities. The following observation resulted from the review:

Opportunity to improve internal controls over telephone expenditures

This observation is discussed in more detail in the *Detailed Observations, Recommendations and Management's Responses* section of this report.

## **DETAILED OBSERVATIONS, RECOMMENDATIONS AND MANAGEMENT'S RESPONSES**

### **Opportunity To Improve Internal Controls Over Telephone Expenditures (Projected Annual Net Cost Savings: \$4,986)**

Internal Audit Section (IAS) reviewed the AT&T November 2008 billings for City departments and analyzed responses to surveys received from the departments. Based on the users' responses and follow up telephone calls, the results were summarized in **Attachment A and B** of this report and as follows:

- The number of telephone lines reviewed was 4,558. This total did not include the Health and Human Services departments due to relocation to the Abram building and six departments and offices that did not respond to the survey.
- Unassigned telephone lines were 815 or 18% of the total lines reviewed. It is conceivable that over the years when some departments and divisions were relocated or reassigned, some numbers were not reused and properly disconnected. It is also conceivable that some of the unassigned lines were modems which should be reviewed to determine if still needed.

After discussing the results with management, the lines were reviewed by the Division using an AT&T data base software called "Plexarmate". According to the Division, the software is able to identify number assignments, special lines, modems, voice mail ports and etc. IAS did not have access and/or training on the Plexarmate software.

The results of Telecommunications' study revealed that 243 of the 815 lines were not found to be specifically assigned and should be disconnected. IAS projects that the City paid \$43,273 annually for these lines and \$216,367 over the last five years. In addition, IAS identified:

- 215 lines currently in use by some departments which were not listed on the November 2008 telephone bills, see **Attachment A**. Assuming AT&T bills for the 215 lines in use, the projected additional cost will be \$38,287 resulting in an estimated annual net cost savings of \$4,986.
- Telephone lines in use by some departments were billed to others. These included the following:

<u>Assigned Departments</u>	<u>Lines</u>	<u>Billed Departments</u>	<u>Monthly Amount</u>
License Collector	1	Collector of Revenue	\$ 14.84
Department of Health	1	Soldier's Memorial	14.84
City Hall-Post Dispatch Desk	2	Municipal Garage	29.68
City Hall	1	Internal Audit Section	14.84
Federal Grants Section	3	Internal Audit Section	44.52
Building Division	1	City Counselor's Office	14.84
Division 22-Court Reporter	1	City Counselor's Office	14.84
Drug Court	1	City Counselor's Office	14.84
Total	11		\$163.24
	==		=====

## **DETAILED OBSERVATIONS, RECOMMENDATIONS AND MANAGEMENT'S RESPONSES**

**Continued... ...**

Failure to monitor the telephone lines required and actually used can result in inefficient use of resources and additional costs. Improper billing of telephone lines may also affect the departments' budget planning. However, periodic reviews, on a sample basis, of lines required and used will provide a more effective and efficient management of the Telecommunications' operations and could result in cost savings to the City.

### **Recommendations**

It is recommended that management have the 243 lines disconnected. It is also recommended that management:

- Conduct periodic reviews, on a sample basis, of telephone lines with the respective management of City departments to assist in accomplishing their objectives.
- Disconnect all lines considered surplus.
- Identify additional lines incorrectly billed to departments to ensure proper billing to user departments.

### **Managements' Responses**

*The joint study conducted by Internal Audit and verified by Telecommunications found that there were 243 lines that appeared to be unassigned. However, we do not agree with the Internal Audit's conclusion that the City paid \$43,273 per year or \$216,367 over five years since the last review was completed. We were not able to gauge with certainty when each of the 243 lines became excess or unassigned; therefore, each could have been working assigned numbers for some portion of the last five years. The dollar value of the lines found to be in excess is unclear.*

*In the review conducted five years ago, we found a condition similar to what Internal Audit found recently; that is the City has a number of working numbers for which we are not being billed (215). We agree with this finding and in the projected cost savings attributable to this finding.*

*We also agree that there are a number of lines which are assigned, but are being improperly displayed as assigned to an incorrect department. While the total billing is correct, the distribution of cost is not.*

*The 243 unassigned lines were disconnected previously when they were discovered ad part of the verification process. Reviews of these lines and those not reviewed which are now assigned to 1520 Market will be conducted by Telecommunications on a regular interval. Numbers assigned to the wrong department will be corrected.*

## **DETAILED OBSERVATIONS, RECOMMENDATIONS AND MANAGEMENT'S RESPONSES**

**Continued... ...**

### **Auditors' Comments**

The cost associated with the unassigned lines is merely a projection based on number of lines that were not disconnected after the 2002 and 2005 Telecommunications' study. The saving could be conceivably greater had we received responses from all departments surveyed.

IAS commends the Division's efforts in correcting the current situation and implementing future controls to reduce the City's telecommunication costs.

**City of St. Louis**  
**Comptroller's Office - Telecommunication Section**  
**City Telephone Lines Review**  
**Detailed Phone Bill Analysis**

Attachment A

			Name	Assigned Lines	Unassigned Lines	Lines Used by Other Departments	Total Lines	Unassigned Lines Compared to Total Lines	Monthly Cost for Unassigned Lines	Projected Yearly Cost for Unassigned Lines	Department Lines in Use not on Nov. 2008 Bill	Lines Used by Other Departments
1	110	Board of Aldermen	133	15	0	148	10%	\$203.03	\$2,436.36			
2	115	State Auditor's Office	7	2	0	9	22%	29.68	356.16			
3	120	Mayor's Office	95	13	0	108	12%	180.58	2,168.96	5		
4	121	S.L.A.T.E.	232	11	0	243	5%	191.69	2,300.28	12		
5	123	Department of Personnel	112	34	0	146	23%	539.75	6,477.00	1		
6	124	Register's Office	5	0	0	5	0%	0.00	0.00			
7	126	Civil Rights Enforcement Agency (CREA)	3	0	0	3	0%	197.93	2,375.16	17		
8	127	Information Technology	85	11	0	96	11%	14.84	178.08			
9	130	Soldiers' Memorial	6	1	1	8	13%					
10	137	Budget Division	16	17	0	33	52%	193.42	2,321.04			
11	139	City Counselor's Office	100	28	0	128	22%	362.05	4,344.60	1		
12	160	Comptroller's Office	134	63	0	197	32%	1,016.45	12,197.40			
13	162	Municipal Garage	12	1	2	15	7%	14.84	178.08			
14	163	Records Retention	7	3	0	10	30%	29.68	356.16	3		
15	164	Gateway Transportation Center	8	0	0	8	0%	0.00	0.00			
16	167	Internal Audit Section	23	5	4	32	16%	74.70	896.00			
17	169	Federal Grants Section	16	4	0	20	20%	59.36	712.32			
18	170	Supply Division	18	1	0	19	5%	14.84	178.08			
19	171	Multigraph Section	18	1	0	19	5%	14.84	178.08			
20	172	City Mail Services	2	0	0	2	0%	0.00	0.00			
21	180	Assessor's Office	116	18	0	134	13%	306.04	3,672.48	3		
22	200	MSC	0	1	0	1	100%	14.84	178.08			
23	210	Director of Parks, Recreation & Forestry	3	0	0	3	0%	0.00	0.00			
24	213	Recreation Division	12	0	0	12	0%	0.00	0.00			
25	214	Forestry Division	30	1	0	31	3%	14.84	178.08			
26	220	Parks Division	1	3	0	4	75%	44.52	534.24			
27	301	Public Administration	7	0	0	7	0%	0.00	0.00			
28	310	Circuit Clerk's Office	3	0	0	3	0%	0.00	0.00			
29	311	Circuit Court Administrator's Office	275	74	0	349	21%	1,292.01	15,504.12			
30	312	Circuit Attorney's Office	284	89	0	373	24%	1,341.06	16,092.72	9		
31	313	Jury Supervisor's Office	11	0	0	11	0%	0.00	0.00			
32	314	Probate Division	25	0	0	25	0%	0.00	0.00			
33	315	Sheriff's Office	95	13	0	108	12%	178.08	2,136.96			
34	316	City Court	31	82	0	113	73%	1,682.31	19,947.72	9		
35	317	City Marshall	26	8	0	34	24%	103.88	1,246.56	5		
36	318	Child Support Clerks	7	4	0	11	36%	127.74	1,532.88	15		
37	319	City Courts NR System	12	0	0	12	0%	0.00	0.00			
38	320	Circuit Court - Juvenile Division	393	41	0	434	9%	624.49	8,333.88	5		
39	322	Earnings Tax	1	0	0	1	0%	0.00	0.00			
40	331	License Collector	59	2	0	61	3%	14.84	178.08			
41	332	Collector of Revenue	138	0	1	139	0%	0.00	0.00			
42	333	Recorder of Deeds	44	5	0	49	10%	74.20	890.40			
43	334	Board of Election Commissioners	126	42	0	168	25%	657.97	7,895.64			
44	335	Medical Examiner & Morgue	33	2	0	35	6%	29.68	356.16			
45	342	Treasurer's Office - Parking Meters	9	5	0	14	36%	74.20	890.40	36		
46	343	Treasurer's Office - Parking Meter Services	72	16	0	88	18%	303.52	3,642.24			
47	344	Treasurer's Office - Artyle Garage	2	1	0	3	33%	49.03	588.36	2		
48	345	Parking Meters-Olive	5	1	0	6	17%	14.84	178.08			
49	401	Communications Division	37	2	0	39	5%	29.68	356.16			
50	407	Building Inspection	5	4	0	9	44%	55.91	670.92			
51	412	Earnings Tax	1	1	0	2	50%	14.84	178.08			
	Sub-Total		2,395	625	8	3,528	18%	\$10,236.20	\$122,834.40	172		

**City of St Louis**  
**Comptroller's Office - Telecommunication Section**  
**City Telephone Lines Review**  
**Detailed Phone Bill Analysis**

Dept. #	Name	Assigned Lines	Unassigned Lines	Lines Used by Other Departments	Total Lines	Unassigned Lines Compared to Total Lines	Monthly Cost for Unassigned Lines	Projected Yearly Cost for Unsigned Lines	Attachment A	
									Department Lines in Use not on Nov. 2008 Bill	Lines Used by Other Departments
	<b>Balance Carried Forward</b>	<b>2,895</b>	<b>625</b>		<b>8</b>	<b>3,528</b>	<b>18%</b>	<b>\$122,834.40</b>	<b>172</b>	
52	<b>414 Public Utilities (Soulard Market)</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>29%</b>	<b>29.68</b>	<b>356.16</b>		
53	<b>421 Business Assistance</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>27%</b>	<b>0.00</b>	<b>0.00</b>		No charge for unassigned numbers
54	<b>516 Street Department-Refuse Division</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>		
55	<b>610 Department of Public Safety</b>	<b>13</b>	<b>11</b>	<b>0</b>	<b>24</b>	<b>46%</b>	<b>163.89</b>	<b>1,966.68</b>		
56	<b>611 Fire Department-Repair</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>		
57	<b>616 Excise Division</b>	<b>12</b>	<b>3</b>	<b>0</b>	<b>15</b>	<b>20%</b>	<b>44.52</b>	<b>534.24</b>		
58	<b>620 Building Division</b>	<b>304</b>	<b>44</b>	<b>0</b>	<b>348</b>	<b>13%</b>	<b>770.72</b>	<b>9,248.64</b>		
59	<b>622 Neighborhood Stabilization Team</b>	<b>34</b>	<b>11</b>	<b>0</b>	<b>45</b>	<b>24%</b>	<b>233.12</b>	<b>2,797.44</b>	<b>4</b>	
60	<b>625 City Emergency Management Agency</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>71</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>		
61	<b>777 Child Support-Circuit Attorney</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>		
62	<b>801 Office on the Disabled</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>14%</b>	<b>14.84</b>	<b>178.08</b>	<b>4</b>	
63	<b>888 Circuit Clerk</b>	<b>189</b>	<b>32</b>	<b>0</b>	<b>221</b>	<b>14%</b>	<b>552.98</b>	<b>6,635.76</b>		
64	<b>900 Board of Public Service</b>	<b>82</b>	<b>47</b>	<b>0</b>	<b>129</b>	<b>36%</b>	<b>803.05</b>	<b>9,636.60</b>	<b>6</b>	
65	<b>901 Communications Division STL-TV</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>		
66	<b>902 Citizens Service Bureau</b>	<b>23</b>	<b>1</b>	<b>0</b>	<b>24</b>	<b>4%</b>	<b>14.84</b>	<b>178.08</b>		
67	<b>903 Division of Facilities Management</b>	<b>43</b>	<b>30</b>	<b>0</b>	<b>73</b>	<b>41%</b>	<b>430.36</b>	<b>5,164.32</b>		
68	<b>907 Board of Public Safety</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>100%</b>	<b>14.84</b>	<b>178.08</b>		
69	<b>910 Equipment Services</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>		
70	<b>915 1520 Market Building</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>80%</b>	<b>59.36</b>	<b>712.32</b>		
71	<b>999999 Common Costs</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>		
	<b>Totals</b>	<b>3,735</b>	<b>815</b>	<b>8</b>	<b>4,558</b>	<b>18%</b>	<b>\$13,368.40</b>	<b>\$160,420.80</b>	<b>215</b>	

**Notes:** 1. The unassigned telephone lines identified for each department are listed on **Attachment B**.

2. IAS did not review the telephone billings for the Water Department and St. Louis City Airport because the departments were responsible for paying the bills.

3. The Health and Human Services billings were not reviewed because of the relocation to the Abram Building.

4. St. Louis Development Corporation (SLDC) and Community Development Administration (CDA) were not included in the review because they do not use the City's Plexar system.  
 Also not included in this review were the Treasurer's Office (Penrose and 707 Olive Offices) because the offices did not respond to the questionnaire.  
 The Corrections Div.; Streets Dept. (Traffic and Lighting (511), Street Division (510), and City Auto Towing Section (514) bills were not reviewed because the bills were not available.

**CITY OF ST. LOUIS**  
**COMPTROLLER'S OFFICE-TELECOMMUNICATION SECTION**  
**CITY TELEPHONE LINES REVIEW**  
**DETAIL LISTING OF UNASSIGNED TELEPHONE LINES BY DEPARTMENTS**

Attachment B

DEPT. #	NAME OF DEPARTMENT	# OF UNASSIGNED LINES	NUMBER LISTINGS
	CARRIED FORWARD BALANCE	228	
17 200	MISCELLANEOUS	1	622-4514
18 214	FORESTRY DIVISION	1	613-7212
19 220	PARKS DIVISION	3	612-7938; 612-7941; 612-7942
20 311	CIRCUIT COURT ADMINISTRATORS OFFICE	74	588-9721; 588-9735; 231-0335; 231-0346; 621-7625; 552-7651; 589-6498; 589-6788 613-6789; 589-6790; 589-6975; 613-3179; 613-3180; 613-3189; 589-6970; 613-7072; 613-7073; 613-7449; 613-7451; 613-7483; 622-3264; 622-3331; 622-3404; 622-3524; 622-3684; 622-3689; 622-3709; 622-3710; 622-3718; 622-4037; 622-4092; 622-4093; 622-4100; 622-4110; 622-4127; 622-4397; 622-4380; 622-4418; 622-4419; 622-4423 622-4451; 622-4499; 622-4500; 622-4589; 622-4591; 622-4604; 622-4605; 622-4608 622-4609; 622-4672; 622-4796; 622-4828; 622-4871; 622-4890; 622-4896; 622-4970 622-5507; 622-5784; 622-5785; 622-5787; 641-8224; 641-8229; 641-8305; 641-8315 641-8316; 641-8324
21 312	CIRCUIT ATTORNEY'S OFFICE	89	588-6290; 589-6295; 589-6300; 589-6307; 589-6316; 589-6325; 589-6339; 589-6361 589-6336; 589-6387; 589-6389; 589-6390; 589-6458; 589-6719; 589-6720; 589-6780 589-6781; 589-6782; 589-6783; 612-1424; 612-1426; 612-1617; 613-3106; 613-3107 613-7354; 613-7363; 613-7364; 613-7386; 613-7442; 622-3227; 622-3376; 622-3410 622-3428; 622-3429; 622-3750; 622-4059; 622-4077; 622-4129; 622-4135 622-4144; 622-4172; 622-4396; 622-4484; 622-4487; 622-4597; 622-4642; 622-4781 622-4797; 622-4809; 622-4814; 622-4832; 622-4833; 622-4840; 622-4842; 622-4843 622-4844; 622-4863; 622-4867; 622-4868; 622-4886; 622-4891; 622-4927; 622-4937; 622-4939 622-5596; 622-5702; 641-8233; 641-8234; 641-8236; 641-8237; 641-8238; 641-8234 641-8236; 641-8334; 641-8336; 641-8344; 641-8362; 641-8369; 641-8387; 641-8388 641-8391; 641-8600; 641-8611; 641-8614; 641-8627; 641-8651; 641-8655; 641-8689 641-8690
22 315	SHERIFF'S OFFICE	13	589-6487; 589-6732; 613-3185; 613-7229; 613-7367; 622-3545; 622-4516 622-4631; 622-4658; 622-4746; 622-4899; 622-5545
23 316	CITY COURTS	82	421-6522; 421-6808; 436-2753; 436-3259; 436-4290; 436-7172; 436-7189; 436-7851 436-7856; 621-2713; 621-3061; 621-3609; 552-7693; 589-6472; 589-6499; 589-6501 589-6502; 589-6505; 589-6508; 589-6520; 589-6530; 589-6531; 589-6532 589-6533; 589-6534; 589-6535; 589-6537; 589-6538; 589-6539; 589-6540 589-6541; 589-6542; 589-6543; 589-6545; 589-6546; 589-6547; 589-6548; 589-6549 589-6550; 589-6551; 589-6552; 589-6553; 589-6555; 589-6557; 589-6746; 589-6966; 612-1458 613-3003; 613-3072; 613-3150; 613-3186; 613-7407; 613-7430; 613-7443; 622-3224; 622-3238; 622-3245; 622-3261; 622-4476; 622-4475; 622-4470; 622-4705; 622-4704; 622-4702; 622-4701; 622-4702; 622-4703; 622-4704; 622-4705; 622-4706; 622-4865; 622-4935 622-4940; 622-4950
24 317	CITY MARSHALL	8	552-7636; 552-7694; 613-7164; 622-3407; 622-4017; 622-4719; 622-5605; 613-3097
25 318	CHILD SUPPORT CLERKS	4	588-8125; 588-8126; 622-4203; 622-4285
	SUB-TOTAL	603	

CITY OF ST. LOUIS  
COMPTROLLER'S OFFICE-TELECOMMUNICATION SECTION  
CITY TELEPHONE LINES REVIEW

DETAIL LISTING OF UNASSIGNED TELEPHONE LINES BY DEPARTMENTS

Attachment B

DEPT. #	NAME OF DEPARTMENT	# OF UNASSIGNED LINES	NUMBER LISTINGS
	CARRIED FORWARD BALANCE	603	
26 320	CIRCUIT COURT-JUVENILE DIVISION	41	552-2005; 552-2052; 552-2108; 552-2167; 552-2188; 552-2216; 552-2246; 552-2248 552-2257; 552-2264; 552-2344; 552-2349; 552-2359; 552-2372; 552-2375; 552-2376 552-2377; 552-2391; 552-2397; 552-2436; 552-2437; 552-2452; 552-2469; 552-2471 552-2472; 552-2474; 552-2483; 552-2494; 552-2496; 552-2497; 552-2507; 552-2535 552-2898; 552-2802; 612-7912; 612-7922; 612-7923; 612-7924; 612-7927; 612-7928 613-7930
27 331	LICENSE COLLECTOR	2	641-8403; 613-7121
28 333	RECORDER OF DEEDS	5	589-6932; 613-3123; 613-3125; 622-3268; 641-8484
29 334	BOARD OF ELECTION COMMISSIONERS	42	621-4121; 552-7650; 589-6107; 612-1490; 612-1491; 612-1605; 612-1623; 612-1624 613-3037; 613-7126; 613-7127; 613-7130; 613-7131; 613-7134; 613-7135; 613-7136 613-7137; 613-7138; 613-7139; 613-7141; 613-7453; 622-3357; 622-3358; 622-3447 622-3448; 622-3449; 622-3451; 622-3495; 622-3621; 622-3661; 622-4095; 622-4204 622-4207; 622-4209; 622-4334; 622-4384; 622-4532; 622-4573; 622-4963; 641-8412 641-8413; 641-8436
30 335	MEDICAL EXAMINER & MORGUE	2	613-7093; 622-4986
31 342	TREASURER'S OFFICE-PARKING METERS	5	589-6934; 589-6942; 622-3897; 622-3898; 622-3899
32 343	TREASURER'S OFFICE-KIEL GARAGE	16	361-0510; 621-7829; 589-6727; 552-2637; 552-2639; 552-2642; 552-2643; 552-2644 552-2845; 552-2846; 589-6026; 589-6097; 589-6117; 589-5408; 589-6413; 589-6480
33 344	TREASURER'S OFFICE-ARGYLE GARAGE	1	454-1041
34 345	PARKING METERS-OLIVE	1	613-7378
35 401	COMMUNICATIONS DIVISION	2	552-2972; 552-2974
36 407	BUILDING INSPECTION	4	622-3741; 641-8286; 641-8367; 641-8368
37 412	EARNINGS TAX	1	622-4599
38 414	PUBLIC UTILITIES (SOULARD MARKET)	2	622-4599; 589-6925
39 421	BUSINESS ASSISTANCE	3	613-7065; 613-7066; 613-7067
40 610	DEPARTMENT OF PUBLIC SAFETY	11	552-7633; 589-5605; 589-6165; 589-6704-589-6705; 622-3468; 622-3615; 622-3616; 622-3617; 622-5508; 641-8456
41 616	EXCISE DIVISION	3	641-8490; 641-8495; 641-8601
42 620	BUILDING DIVISION	44	588-0586; 588-0832; 588-1161; 589-6039; 588-6049; 589-6070; 589-6069; 589-6100 589-8152; 589-8153; 589-8154; 612-1498; 612-1600; 613-3131; 613-3132 613-3167; 613-3192; 613-3193; 613-7433; 622-3270; 622-3324; 622-3338; 622-3354 622-3384; 622-3433; 622-3438; 622-3441; 622-3528; 622-3529; 622-3540; 622-3614 622-3623; 622-3623; 622-3636; 622-3672; 622-4583; 622-4603; 622-4614; 622-4710 622-4715; 622-4747; 622-5519; 641-8398; 641-8470
	SUB-TOTAL		688

**CITY OF ST. LOUIS**  
**COMPTROLLER'S OFFICE:TELECOMMUNICATION SECTION**  
**CITY TELEPHONE LINES REVIEW**  
**DETAIL LISTING OF UNASSIGNED TELEPHONE LINES BY DEPARTMENTS**

Attachment B

DEPT. #	NAME OF DEPARTMENT	# OF UNASSIGNED LINES	NUMBER LISTINGS
	<b>CARRIED FORWARD BALANCE</b>	<b>688</b>	
43	NEIGHBORHOOD STABILIZATION TEAM	11	762-9683; 776-2910; 589-6016; 589-6797; 589-8156; 589-8158; 589-8163 589-8165; 612-5076; 612-5967; 622-4494
44	OFFICE ON THE DISABLED	1	613-7493
45	CIRCUIT CLERK	32	552-2073; 569-8098; 612-1472; 613-7238; 613-7239; 613-7400; 613-7409; 613-7487 622-3397; 622-3595; 622-3768; 622-4211; 622-4214; 622-4387; 622-4515; 622-4561 622-4630; 622-4755; 641-8307; 641-8341; 641-8347; 641-8348; 641-8350; 641-8695 641-8607; 641-8608; 622-4137; 622-4165; 641-8694; 641-8628; 622-4099; 622-4164
46	BOARD OF PUBLIC SERVICE	47	361-5095; 361-5974; 552-7618; 552-7619; 552-7638; 552-7639; 552-7642; 552-7643 569-6618; 569-6620; 569-6032; 589-6032; 589-6637; 589-6639; 589-6641; 589-6700; 589-6703 589-6708; 589-6709; 589-6713; 589-6722; 613-3173; 613-3175; 613-3182; 613-3196 613-3197; 613-7018; 613-7271; 613-7370; 613-7371; 613-7372; 613-7406; 613-7415; 613-7466; 613-7478; 613-7485; 622-3583; 622-4507; 622-4586; 622-4811; 622-4836; 622-4852; 622-4981; 622-5708; 641-8220; 641-8221; 641-8233; 645-7521
47	CITIZEN'S SERVICE BUREAU	1	589-6757
48	DIVISION OF FACILITY MANAGEMENT	30	552-7630; 589-6945; 589-8081; 612-5043; 613-7339; 613-7340; 613-7414; 613-7417 613-7418; 613-7421; 613-7424; 622-4178; 622-4280; 622-4365; 622-4366 622-4489; 622-4622; 622-4735; 622-4803; 641-8240; 641-8241; 641-8281; 641-8283 641-8310; 641-8311; 641-8312; 641-8313; 641-8314; 641-8472
49	BOARD OF PUBLIC SAFETY	1	641-8293
50	1520 MARKET BUILDING	4	552-7632; 552-7648; 612-1439; 622-4592
	<b>TOTALS</b>	<b>815</b>	

**CITY OF ST. LOUIS**  
**COMPTROLLER'S OFFICE-TELECOMMUNICATION SECTION**  
**CITY TELEPHONE LINES REVIEW**

**DETAIL LISTING OF UNASSIGNED TELEPHONE LINES BY DEPARTMENTS**

DEPT. #	NAME OF DEPARTMENT	# OF UNASSIGNED LINES	NUMBER LISTINGS
1 110	BOARD OF ALDERMEN	15	552-7688; 552-7689; 589-6051; 589-6808; 589-6818; 589-6843; 589-6849; 622-3757 589-6920; 589-6921; 589-6922; 589-6938; 589-6976; 622-3288; 622-3374
2 115	STATE AUDITOR'S OFFICE	2	612-1422; 612-1423
3 120	MAYOR'S OFFICE	13	613-3062; 613-7111; 622-3237; 622-3312; 622-3531; 622-3747; 613-7089; 613-3060 622-4030; 622-4032; 622-4154; 622-4161; 622-4076
4 121	S.L.A.T.E	11	621-8952; 367-0843; 589-6157; 589-6402; 589-6404; 589-6405; 589-6409; 589-8002 589-8020; 589-8023; 64-1-8437
5 123	PERSONNEL	34	421-7868; 552-7673; 552-7644; 552-7660; 552-7662; 552-7664; 613-3056; 613-3126 613-3782; 622-3345; 622-3403; 622-3417; 622-3550; 622-3562; 622-4087; 622-4325 622-4344; 622-4445; 622-4875; 622-5636; 622-5696; 622-5713; 622-5733 622-5765; 622-5769; 622-5770; 641-8209; 641-8228; 641-8257; 641-8259 641-8275; 641-8276
6 127	INFORMATION TECHNOLOGY	11	621-4598; 622-3211; 622-3422; 622-3640; 622-3719; 622-4263; 622-4265; 622-4266 622-4284; 622-4294; 622-4631
7 130	SOLDIER'S MEMORIAL	1	622-5773
8 137	BUDGET DIVISION	17	589-6495; 622-3734; 622-4097; 622-4530; 622-4751; 622-4752; 622-4753; 622-4754; 622-4756; 622-5660; 622-5745; 641-8317; 641-8318; 589-6001; 613-3038; 622-3571 622-4281
9 139	CITY COUNSELOR'S OFFICE	28	552-7686; 589-6735; 589-6952; 613-3140; 622-3282; 622-3485; 622-3494; 622-3599; 622-3791; 622-4012; 622-4013; 622-4256; 622-4262; 622-4497; 622-4506; 622-4511 622-4535; 622-4545; 622-4551; 622-4583; 622-4602; 622-4680; 622-4924; 622-4947 641-8217; 641-8279; 641-8279; 641-8332; 641-8356
10 160	COMPTROLLER'S OFFICE	63	621-5051; 621-8606; 552-7649; 589-6030; 589-6038; 589-6071; 589-6093; 589-6127 589-6129; 589-6130; 589-6135; 589-6152; 589-6180; 589-6185; 589-6589; 589-6706 589-6716; 589-6717; 589-6732; 589-6847; 589-6973; 589-6974; 589-6980; 589-6999 613-3086; 613-3093; 613-3095; 613-3138; 613-7140; 613-7167; 613-7168; 613-7169 613-7170; 613-7171; 613-7172; 613-7173; 613-7174; 613-7175; 613-7387; 613-7426 613-7427; 613-7428; 613-7456; 622-3402; 622-3478; 622-3626; 622-3630 622-4223; 622-4467; 622-4539; 622-4540; 622-4572; 622-4615; 622-4633; 622-4641 622-4647; 622-4654; 622-4905; 622-4957; 622-5510; 622-5799; 641-8210
11 162	MUNICIPAL GARAGE	1	622-4225
12 163	RECORDS RETENTION	3	589-6179; 641-8404; 589-589-6143
13 168	INTERNAL AUDIT SECTION	5	613-7079; 613-7258; 613-7259; 613-7459; 613-7472
14 169	FEDERAL GRANTS SECTION	4	613-3074; 613-3084; 613-3118; 613-3048
15 170	SUPPLY DIVISION	1	622-3253
171	MULTIGRAPH SECTION	1	552-7657
16 180	ASSESSOR'S OFFICE	18	589-6492; 589-6504; 589-8126; 589-8127; 589-8128; 589-8129; 622-3273; 622-3285 622-3513; 622-3624; 622-4183; 622-5572; 622-5578; 622-5581; 622-5582 622-5599; 641-8442
	<b>SUB-TOTAL</b>		<b>228</b>

Attachment B